

Ref: Quotation for lease of vehicle

SMT850-13-Q-0003

Attached please find a copy of the form SF 0018 that needs to be filled in. The U.S. Embassy cannot accept a quotation written by e-mail unless the proper form (see attached) is filled and signed.

Please print out document, fill in the required details, scan/ send by email or hand delivered as specified in the scope of work,

1. Request Number – SMT850-11-Q-0003
2. Date Issued – 02/04/2013
3. SMT850-11-Q-0003
4. Leave Void.
5. General Services Officer
6. Delivery Date – Please specify estimated date of delivery of vehicle
7. Leave Void.
8. Details of Company.
9. Leave Void.
10. Last date to submit quotations.
11. Schedule – please state basic vehicle information, model, make, etc in detail as possible. Please state as a separate line item the cost for access in case of accidents.
12. Any discounts and additional provisions and representations.
13. Details of quoter.
14. Signature of person authorized to sign quotation.